

HR Weekly Podcast  
9/10/2007

Today is September 10, 2007, and welcome to the HR Weekly Podcast from the State Office of Human Resources. This week's topic is an update on the new statewide e-recruitment system that will replace the current HRIS state jobs page beginning this Wednesday, September 12th.

There are several updates regarding the e-recruitment system. The first involves the EEO reporting that each agency is required to submit to the Human Affairs Commission at the end of the federal fiscal year. The NEOGOV system should make EEO reporting much easier. The new system will be able to run a report that will provide the required applicant information that must be submitted for the applicant flow report. To accurately capture the applicants meeting minimum training and experience requirements and those who are interviewed, you will need, however, to consistently structure your postings. This week we will be sending an e-mail to the agencies with specific procedures to help you determine the process that best fits your agency's needs.

To further assist your transition to the new system, the Office of Human Resources' call center will continue to be open to assist agencies with any questions through September 28th. Our office has received numerous calls regarding username and password problems. Please be sure that when keying into the live system you are logging onto [www.neogov.com](http://www.neogov.com) rather than the training site. All agency users should have received an e-mail with their password and username. If not, please contact Terra Ellerbe at 734-9080.

Agencies will be required to control employees who have access to the system. In the near future, there will be a form on the OHR website for activating and deactivating users in the NEOGOV system. OHR strongly encourages agencies to ensure that active users in the system are still employed, as this system is web-based and can be accessed from any computer with internet access. If your agency currently has a termination checklist, you may want to consider adding a procedure to deactivate NEOGOV system users when they leave your agency.

With Phase 1 now almost complete, agencies may begin training hiring managers to use the system. OHR will be offering a half-day Online Hiring Center "train-the-trainer" course for those individuals who attended the previous NEOGOV training. These classes will be held on October 9<sup>th</sup> and 10<sup>th</sup> at 1401 Senate Street. Please contact Mildred Seay at 734-9080 if you are interested in registering.

All HR consultants have been trained to use the new e-recruitment system and are available to assist agencies with various concerns. FAQs for agencies and applicants will be located on the [www.jobs.sc.gov](http://www.jobs.sc.gov) website this Wednesday. If you have any questions regarding the new system or agency recruitment processes, please contact your HR Consultant at 737-0900.

Thank you.